

Job Title: Meal Site Coordinator (COA)	Hours Per Week: 19	FLSA Status: Non-exempt
Reports to: COA Director	Department: Council on Aging	Grade: II
Created Date: Dec 30, 2019	Revised Date:	Approved Date: May 26, 2020
Created by: Veronica Buckley	Revised by:	Approved by: Town Administrator

TOWN OF STERLING

Meal Site Coordinator (COA)

Statement of Duties

The Meal Site Coordinator (Coordinator) oversees the daily weekday operation of the Congregate Lunch Program at the Sterling Senior Center. As well, the Coordinator is responsible for special event luncheons.

The Coordinator is responsible for planning, organizing and managing day-to-day meal operations, including: preparing a monthly menu which meets elderly nutritional guidelines; submitting monthly menu to the COA Director; weekly ordering of supplies, food and pantry staples; preparing the daily meal; and supervising, training and evaluating the performance of 25+ kitchen volunteers.

Supervision

Works under the supervision of the COA Director.

Essential Duties and Responsibilities

- Timely and appropriate ordering of food and supplies from various vendors, eg MOC, Maines, Walmart, All Brand to meet budget goals.
- Checks food upon arrival for accurate delivery and complete meal preparation as the menu prescribes.
- Ensures clean-up of kitchen and equipment at the end of the meal period: dishes, pans and other kitchen equipment are properly cleaned, appliances are turned off and cleaned, cooled left-over food is stored in the refrigerator, the kitchen counters are wiped clean, spills wiped from kitchen floors, and trash put in outside bins.
- Practices safe operating procedures and observes all safety regulations and precautions as prescribed by ServSafe and federal and state health and sanitary guidelines, with a particular emphasis on properly monitoring food temperature.
- Maintains records and statistical information related to expenses, volunteer and participant attendance; prepares accurate and timely reports related to the same

- Prepares a monthly, nutritious menu to be approved by the COA Director
- Reports any meal site conflicts and problems to the COA Director

Job Environment

Work is performed in the kitchen of the Sterling Senior Center. The Coordinator has ongoing contact with seniors participating in the Congregate Lunch Program.

This is a part-time, non-benefited position that works 19 hours per week, from approximately 9:00 a.m. until 1 p.m., Monday through Friday.

Recommended Minimum Qualifications, Education and Experience

- Previous experience in food service and/or elder services is required.
- Serv-safe certified; Allergen Awareness Training, First Aid / CPR Training.
- Excellent communication and organizational skills.
- Strong attendance standards.
- Must pass CORI check every two years.

Knowledge, Ability and Skills

- Possesses good communication skills, e.g., ability to instruct, to direct, to speak and to listen
- Possesses the ability to manage a diverse workforce of senior volunteers
- Possesses the computer skills necessary to accomplish online ordering, MSC documentation and email correspondence.
- Possesses the ability to establish and re-arrange priorities
- Must be able to carry light objects less than 20 pounds
- Must be able to concentrate on moderate details with some interruptions
- Must be able to work effectively in a changing environment

Physical and Mental Requirements

- Must be able to stand for moderate periods of time.
- Must be able to lift objects of moderate weight from ovens, stovetops or other equipment.

This job description does not constitute an employment agreement between employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.